



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**PERSONNEL COORDINATOR**  
VEHICLE AND EQUIPMENT SERVICES

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for routine to complex administrative support work and human resources related functions to include recruitment, processing the department's payroll, maintaining related payroll and personnel records, and processing financial transactions. Reports to the Fleet Services Administrator.

## **ESSENTIAL JOB FUNCTIONS**

Initiates and processes personnel actions to effect changes in employee status such as pay increases, transfers, promotions, Family Medical Leave Act (FMLA) leave, leave of absences, and terminations; computes salary changes or salary adjustments and retroactive pay according to established policies and procedures. Maintains personnel files for attendance, leave time, and payroll vouchers.

Processes payroll to include entering information into computerized systems in accordance with established procedures and deadlines; monitors supplemental pay to ensure accuracy and compliance with established policy; responds to inquiries regarding pay practices and policies.

Assists with employment process to include entering requisitions; assists with scheduling interviews and reviewing selection packages. Performs administrative support work such as word processing, creating spreadsheets, data entry and retrieval, and functions that may require interpretation, judgment and determining appropriate processes to be used.

Serves as the department's Virginia Department of Motor Vehicles coordinator and handles motor vehicle transactions through the Vehicle Services' onsite DMV registration and licensing system; maintains on-site license plate inventory; coordinates with the DMV for specialized transactions; updates the City's vehicle inventory system, maintains required records, and processes vehicle acquisitions and disposals.

Processes financial transactions such as journal expenditure transfers, travel forms, vehicle tolls, invoices, receipts, checks, recycling revenues, and helps maintain account code accuracy.

Coordinates subrogation with the Office of Risk Management for vehicle and equipment accidents for the City's fleet; prepares invoices for accident repair expenses, monitors subrogation revenues, and coordinates accident related appraisals and disposals with insurance companies.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Human Resources - Knowledge of human resources and modern business principles, theories and practices to include FLSA, FMLA and related laws and regulations. Knowledge of recruitment and selection.
- Payroll - Knowledge of payroll practices to ensure accuracy and appropriateness of all transactions, to include compliance with policies and operational requirements.
- Technology - Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software. Comprehensive knowledge of office systems, practices, procedures and administration.

## **REQUIRED SKILLS**

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and the public. Effectively handles inquiries, complaints from or disputes with customers or employees.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

## **REQUIRED ABILITIES**

- Communication - Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.
- Judgment and Decision Making - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Accounting/Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

## **EDUCATION AND EXPERIENCE**

Requires an Associate's Degree in Public Administration, Business Administration, Human Resources or a related field and 1-2 years of related experience or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check.

### **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

### **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.